

Amended Instructions for Filing an Electronic Case or Appeal

If your newly filed civil case has been assigned to one of the following Judges, it may be assigned to the Electronic Case Filing (ECF) system, and you must follow the initial instructions listed below. (WP indicates a White Plains Judge).

ECF Judges:

Judge Batts	Judge Koeltl	Judge Robinson (WP)
Judge Brieant (WP)	Judge McMahon (WP)	Judge Stein
Judge Conner (WP)	Chief Judge Mukasey	Judge Sweet
Judge Kaplan	Judge Preska	All Magistrate-Judges

To Open an ECF Case or File an Appeal

- (1) Within 24 hours of filing paper documents initiating your case (Complaint, Notice of Removal, etc.) at the courthouse, you are required to email to the Clerk of Court an electronic copy of the initiating documents *and F.R.C.P. Rule 7.1 Statement (if applicable)* in pdf format. Send the email (do not file on the ECF system) to the appropriate email address listed below:

- (a) For new civil cases assigned to a Manhattan Judge, email a pdf copy of the documents to

case_openings@nysd.uscourts.gov

- (b) For new civil cases assigned to a White Plains Judge, email a pdf copy of the documents to

wpclerk@nysd.uscourts.gov

- (2) Within 24 hours of filing the paper copy of your Appeal at the courthouse, you are required to email to the Clerk of Court an electronic copy of the Appeal in pdf format. Send the email (do not file on the ECF system) to the appropriate email address listed below:

- (a) For appeals from cases assigned to a Manhattan Judge, email a pdf copy of the appeal to

appeals@nysd.uscourts.gov

- (b) For appeals from cases assigned to a White Plains Judge, email a pdf copy of the appeal to

wpclerk@nysd.uscourts.gov

- (3) Serve the summons and complaint in the traditional manner, on paper. Then (a) electronically file the affidavit of service for the complaint, and (b) file the paper affidavit of service with summons attached, with the Clerk.
- (4) Follow all rules for Electronic Case Filing, including: SDNY PROCEDURES FOR ELECTRONIC CASE FILING; the Court's GUIDELINES FOR ELECTRONIC CASE FILING; the assigned Judge's INDIVIDUAL RULES; this Court's LOCAL RULES; as well as the FEDERAL RULES OF CIVIL PROCEDURE (see **www.nysd.uscourts.gov** for copies of all of the above except the F.R.C.P.).
- (5) Learn more about ECF, including how to register to use ECF, on-line at **www.nysd.uscourts.gov**. An ECF Help Desk is available to answer your ECF questions from 8:30 AM to 7:30 PM at (212) 805-0800, and from 8:30 AM to 5:00 PM at (914) 390-4204, and by email at **help_desk@nysd.uscourts.gov**